

## Cvent Reporting <sup>[1]</sup>

November 20, 2020 by [Melanie Jones](#) <sup>[2]</sup>

Navigating to Reporting in Cvent varies slightly depending on the type of event you've created. After that - running, customizing and saving a Report behaves the same, regardless of the event type.

### **Trying to get your Report Published to the Portal?**

Don't forget to share the Report Visibility with your eComm specialist. Otherwise the eComm specialist will not be able to view the saved Report or Publish it to the Portal. [Learn more about the Portal.](#) <sup>[3]</sup>

- Flex & Standard Event
  - Express Event
  - Cross Events
- 
- In the left navigation, click **Reports** after expanding the **Reporting** section

☰ Mel testing new experience

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Events > Mel testing new experience > Reports

Report Templates

Saved Reports

Sort by: ⬆️ Name

Tags

### Activity Reports

Event Experience Usage ⊕ Add tag

Show Report Presets ▾

### Common Reports

Event Snapshot ⊕ Add tag

Invitees and Registrants ⊕ Add tag

Show Report Presets ▾

Registrants ⊕ Add tag

Show Report Presets ▾

- Click Reports tab

IMAGE

Cross Event Reports allow users to unify data from numerous events, bringing efficiency.

- Hover **More** in the top >> Select **Cross Event Reports** in the dropdown

The screenshot shows the Cvent Events interface. At the top, there is a navigation bar with the Cvent logo, 'EVENTS', and links for 'All Events', 'Calendar', and 'Meetings'. Below this, a breadcrumb trail reads 'Cross Events > Cross Event Reports'. The main content area features three tabs: 'Report Templates' (selected), 'Saved Reports', and 'Snapshots'. Under 'Report Templates', there are filters for 'Sort by:' (set to 'Name'), 'Tags' (set to 'All'), and 'Category:' (set to 'All'). The report list includes 'Email Reports' with sub-items 'Invitation Forwards' and 'Invitee Emails', and 'Event Budget Reports' with a sub-item 'Budget Ad Hoc'. Each sub-item has an 'Add tag' button. A small error message 'javascript:void(0)' is visible at the bottom left of the report list.

## Comm Hosted Sessions

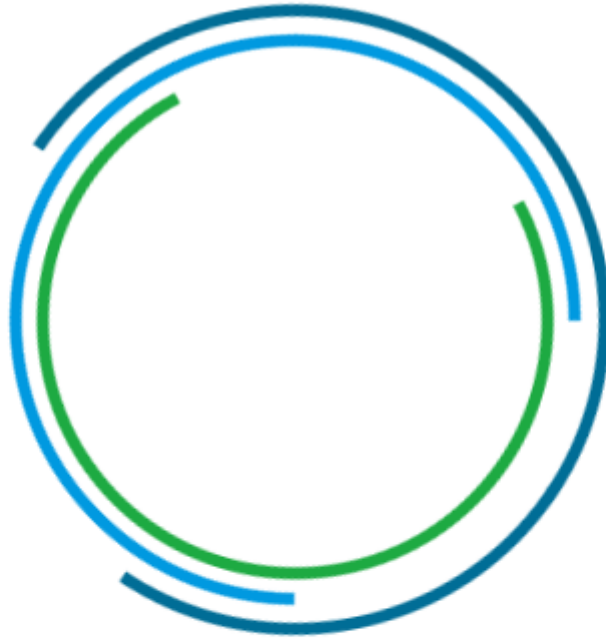
- Cvent Reporting Basics
- Cvent Cross-Event Reports & Portals

## TIP FOR LONG RUN TIMES

Sometimes Reports can take a long time to run. Whether you are getting logged out or you

just don't have the patience, queue the Report and access it when it's ready.

- When the Report is running, select the option below the spinning wheel to **Queue Report**.



Running your report...

Cancel

Don't want to wait? Queue Report and return to your report list page.

- Find the queued report in the **Snapshots** tab
- **View** the report. *Remember the data reflects when the report was queued, not when it is viewed.*
  - Once viewing the report, users can export and filter as usual.
- Delete a view by clicking the dropdown arrow to the right of the View button

Report Templates

Saved Reports

Snapshots

Sort by:



Expiration Date



## All Snapshots

08\_TRES\_Cross\_Event Order Details with Transactions with Co

Generated on May 23, 2022 1:43 PM | Expires on May 30, 2022 1:43 PM

- Portal Users **do not** have the same ability to queue reports.

### Related Wikis

- ['New' Reporting & Portals vs. Legacy Reports & Parked Report Groups](#) <sup>[4]</sup>
- [Cvent Portal \(make Cvent reports accessible to others for free\)](#) <sup>[3]</sup>
- [How-To Manage Reports in the Portal \(eComm specialists\)](#) <sup>[5]</sup>

#### Display Title:

Cvent Reporting

#### Send email when Published:

No

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**Source URL:** <https://www.cu.edu/blog/ecomm-wiki/cvent-reporting>

#### Links

[1] <https://www.cu.edu/blog/ecomm-wiki/cvent-reporting>

[2] <https://www.cu.edu/blog/ecomm-wiki/author/39>

[3] <https://www.cu.edu/blog/ecomm-wiki/cvent-portal>

[4] <https://www.cu.edu/blog/ecomm-wiki/new-reporting-portals-vs-legacy-reports-parked-report-groups>

[5] <https://www.cu.edu/blog/ecomm-wiki/how-manage-reports-portals>